

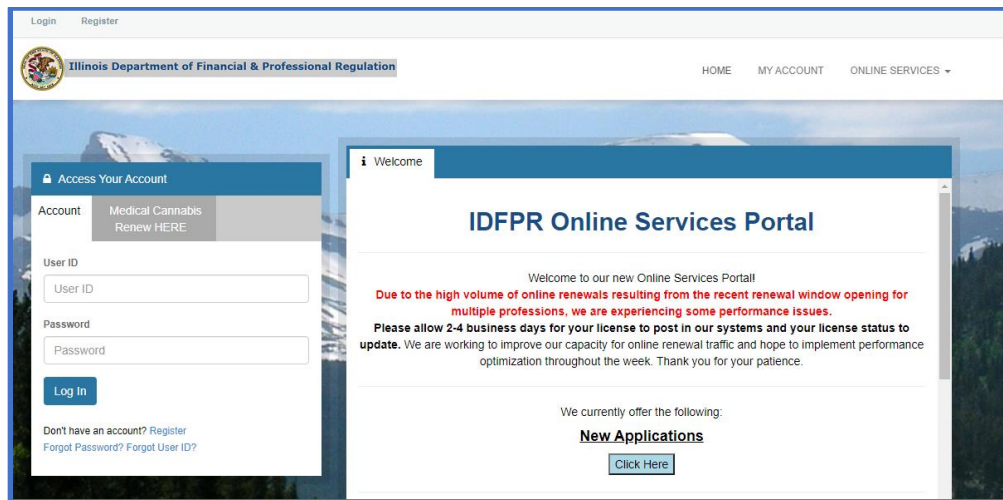


2024 Real Estate Entity/Branch Office Renewal Help Sheet

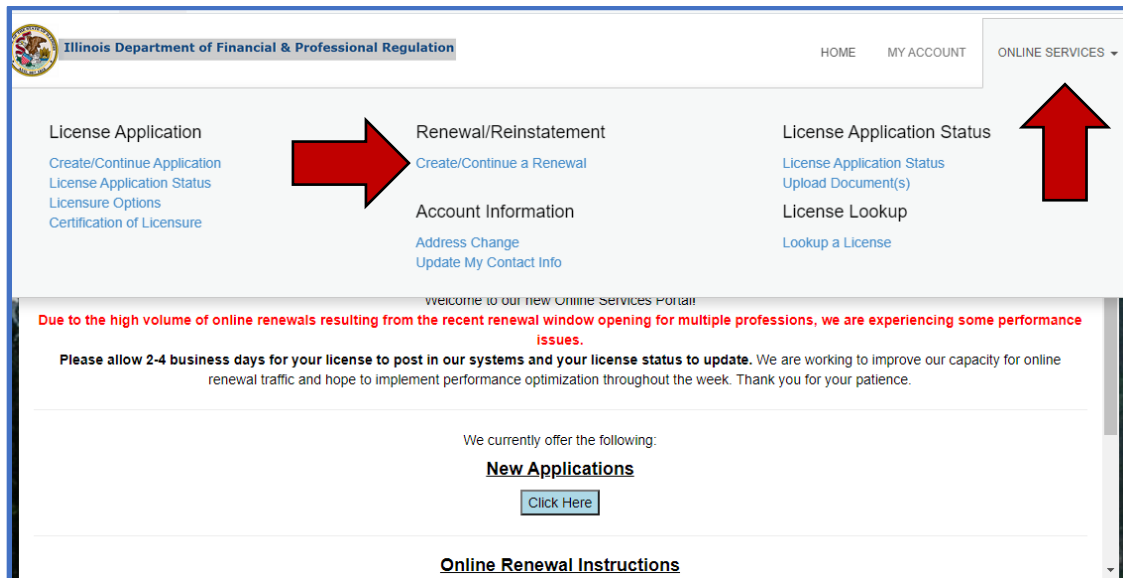
How to submit a Renewal Application for 2024?

- ➔ Log into [IDFPR Online Services Portal](#) using your User ID and Password.
 - If you have not yet registered, you will need to do so before you can log in by clicking the “Register” link.

Pro Tip: If you have difficulty logging in, please email our Licensing Team at fpr.realestate@illinois.gov



- ➔ Once logged in, click the Online Services link on the top right



- ➔ A drop down will appear. Click “Create/Continue a Renewal” link





2024 Real Estate Entity/Firm/Branch/Office Renewal

How to submit a Renewal Application for 2024?

- ➔ Click “Start” next to the appropriate License Number (If your firm has branch office locations, each office location should appear in the list of renewals to submit. You must submit a separate renewal application for each office location you wish to renew. Please note that branch office renewals do not charge a fee.)

Completed	License	Description	From	To	Note
Start	477 010064	Licensed Real Estate Branch Office	08/08/2018	10/31/2020	
Start	477 010065	Licensed Real Estate Branch Office	08/08/2020	10/31/2022	
Start	477 010066	Licensed Real Estate Branch Office	07/28/2022	10/31/2024	
Start	477 010068	Licensed Real Estate Branch Office	07/28/2022	10/31/2024	
Start	477 010069	Licensed Real Estate Branch Office	08/08/2018	10/31/2020	
Start	477 010070	Licensed Real Estate Branch Office	07/28/2022	10/31/2024	
Start	477 010071	Licensed Real Estate Branch Office	08/08/2018	10/31/2020	
Start	477 010072	Licensed Real Estate Branch Office	07/28/2022	10/31/2024	
Start	477 010073	Licensed Real Estate Branch Office	08/08/2018	10/31/2020	
Start	477 010074	Licensed Real Estate Branch Office	07/28/2022	10/31/2024	

ONLY renew licenses in the current cycle - they will have 10/31/2026 in the "To" Column

- ➔ The Renewal Application will open and will ask you to answer a few questions.
 - **IMPORTANT NOTE:** On question #2, only answer “Yes” if your address has moved to an address outside of the United States. If you need to update your address, you should answer “No” and then update via the “Edit Address” button.

2. Do you have an address change from your Credential Address below to a location outside of the United States? NOTE: if your Credential Address below already shows an address outside of the United States, then answer "No".

* Yes No

3. Enter/update your Main Address:

Attention Line
 Address Line 1 576 SHORELINE DR
 Address Line 2
 City GRAYSLAKE
 State Illinois
 Zip Code 60030
 County LAKE
 Country
 Phone (847) 668-7533
 Cell Phone (847) 223-7533

-- OR --Change to an address already on file:

- ➔ You must answer all questions and submit the application to complete the renewal process. You may click “Close and Save” to complete the Application in the future. To start over, please click the “Restart” link.

If you should have any questions, please email fpr.realestate@illinois.gov

